



Job description			
Job title	Pensions Assistant		
Grade	Grade E		
Directorate	Resources		
Service/team	Human Resources		
Accountable to	Senior Payroll Officer		
Responsible for	Not applicable		
JE Reference	A4405	Date Reviewed	November 2025

Purpose of the Job

The Pensions Assistant plays a crucial role in ensuring our employees and pension scheme members receive accurate, timely, and professional support throughout their pension journey.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Provide administrative support for the day-to-day operation of the LGPS and other relevant schemes (e.g., Teachers' Pension Scheme)
2. Maintain and update pension records in line with statutory requirements and internal procedures
3. Process new starters, leavers, retirements, and changes to pensionable pay
4. Assist with the implementation of auto-enrolment and re-enrolment duties under the Pensions Act 2008
5. Respond to queries from employees, retirees, and external stakeholders regarding pension entitlements, contributions, and scheme rules
6. Process applications related to pension schemes including joining the 50/50 scheme, opting out, and 'buying back' lost pension.



7. Complete and submit the necessary forms for the Local Government Pension Scheme (LGPS).
8. Complete leaver forms for employees leaving MPF, ensuring all data is accurate and processed efficiently.
9. Liaise with payroll, HR, and external pension administrators to ensure accurate data exchange
10. Support the production of annual benefit statements and statutory returns
11. Contribute to internal audits and compliance checks, ensuring data integrity and adherence to GDPR
12. Keep up to date with changes in pension legislation and local government policies

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security



- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.